**Laney College Learning Assessment Committee Agenda**

**April 21, 2017 - MINUTES**

**11:00am-12:30pm, T-750**

**LAC Membership 2016/17**

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| English | Ian Latta |  | At-Large | Rebecca Bailey (Science) |
| ESOL | David Mitchell | Heather Sisneros (Kines) |
| Math | vacant | Anna Cortesio (ESOL) |
| CTE | Vina Cera | Fan Lee Warren |
| Library | *vacant* | VP of Student Services or designee | Cassandra Upshaw |
| Counseling | Terrance Greene | VP of Instruction or designee | Dean Julie Kirgis |
| Business/Science | Cheli Fossum (Science) | Student Representative | *Vacant* |
| Humanities/SocSci/Kinesiology | Scott Godfrey (Hum/SocSci) |  |  |

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| **ITEM** | | **DESCRIPTION** | **TODAY'S ACTION(S)** |
|  | Sign-in | Present: Ian Latta, David Mitchell, Vina Cera, Cheli Fossum, Rebecca Bailey, Heather Sisneros, Fan Lee Warren  Absent: Terrance Greene, Scott Godfrey, Anna Cortesio (class conflict), Dean Kirgis (other obligation) |  |
|  | Public Comment | none |  |
|  | Approval of Minutes/Meeting notes | From 4.7.17 | First: Vina Cera, second: Cheli Fossum, abstain: Cassandra, passes |
|  | Dean’s Report | None – Dean Kirgis at previous obligation |  |
|  | Student Services Report | -Survey of Students with the foster program  -Financial Aid – Literacy Workshops starting in Fall and will be able capture data from that.  -Gateway – Sean has been doing assessment for the last 2 years and has data AND may be a model to use. His data is housed and built for reporting to where they need to report to  -KEY PIECE: BUILD MODULE BASED OFF OF MANDATED REPORTS SS WILL HAVE |  |
|  | Resolution on assessment and professional development | 1. Cassandra-classified needs a PD outside of Faculty day so they can have their  (managers are not allowed to prevent learning access---in classified  2. drafting resolution – time, people, TTLC  -Key on resolution is to be very specific on what we are asking for---hours per semester, percentage of time, x many departments to participate, ----  -How can we ensure the resolution will work? | 1. Try to get Classified union to have a designated time for professional development(typically middle of semester-aka-when faculty is giving midterms)  2. fashion resolution from CC committee so we have support on both ends and it will go to FS  3. Look up if FS passed the Assessment Resolution about assessment work being in the contract |
|  | Assessing the committee | President’s new committee assessment survey – Bring your laptops! | 1. Do we need to be able to have a template for reporting data at …College Council, other things like that and part of assessment of this body?  2. write up a memo of process of survey-where it goes, who puts it together, how it gets disseminated and to who, and what the next steps should be with timeframes |
|  | Possible changes in membership structure | 1. Analyze the areas of representation: goal—we want someone who will be able to help faculty in that area (expectation of members).  2. Establish work flow of approvals which will play a role in membership areas/criteria  3. Curriculum approval process example: LAC not quite as rigorous, but looking at framework to help build assessment work flow.  4. Possible Program assessment be brought to committee to review, and smaller course SLO work have a different review process.  5. Trying to see it in a bigger picture and not every single individual SLO/method/etc.  6. Will department chairs play a role and what would that look like?  7. Tech Reviewers in CC get release time and is there a role like that for LAC future.  Want to develop a workflow that is not micro management, but more big picture….broad oversight (dept chair, dean, VPs)—whole idea of integrating it into the plan….sidebar: intersection of assessment and integrated planning….meeting this afternoon with Institutional Effectiveness Committee members  -there may be many things to look at so not have dept. chairs, deans, etc. I think things should be looked at. Previously  IDEA: similar to Curriculum Review where we focus on reviewing a set of departments for one academic year.  Paid designee from each department to oversee assessment work and make sure it is happening and at the most basic assessment level---oversight person of each department who takes a look at ind. SLO level | 1. How does Cabrillo do it? Or other colleges?? |
|  |  | First year experience: language  You tube video ---Scotts thing for the next meeting and Ian too | 1. Connect with Scott and Ian to present at the last meeting  2. Move 5th to 11:30-1pm and add Friday May 26th at usual 1-12:30pm |
|  |  | Remember – 4 year program review cycle an an assessment template that can fit in the PR and the APU  --May 5 enrollment services thing-----8:30-11:30am  Meet during finals week? - the Friday of finals week  Food on the last meetings |  |